

AGENDA ITEM III A

PROPOSED ACADEMIC PROGRAM

SOUTHERN UNIVERSITY-NEW ORLEANS

B.S. IN HEALTH INFORMATION MANAGEMENT SYSTEMS

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M. S. IN HEALTH INFORMATION MANAGEMENT SYSTEMS

STAFF SUMMARY

1. Description/Objectives

The proposal provides the following program description:

Health Information Management Systems symbolize the body of knowledge and practice that guarantees the availability of healthcare information to facilitate synchronized healthcare delivery and critical health related managerial skills for multiple purposes across diverse organizations, settings and disciplines. It is concerned with the management of resources to collect, store, retrieve, interpret and communicate healthcare information that deals with patient care, legal aspects of health related issues, research, and the planning, provision and evaluation of health care services.

The Health Information Management Systems (HIMS) curriculum stresses the blend of coursework in health services management, medicine, clinical documentation, healthcare law and information systems. Laboratory and professional practical skills are integrated throughout the curriculum to afford students the opportunity to gain hands-on experiences. This curriculum will continually change as technical, social and political forces impact the healthcare environment.

Program objectives are also defined in the proposal:

The objective of the Health Information Management Systems program, which will seek accreditation from the American Health Information Management Association (AHIMA), is to educate students in planning, collecting, storing, retrieving, and communicating health care data through combining coursework in healthcare, technology, and business that will prepare students as professional health care administrators. The program prepares students to sit for AHIMA Registered Health Information Administrator (RHIA) Examination.

2. Curriculum

The program will require the completion of 121 semester hours for graduation, as given below:

<i>Freshman Year</i>	
<i>Biological Sciences 124, 125</i>	6
<i>English 111, 112</i>	6
<i>Health Information Management 105, 110, 110L, 120</i>	9
<i>Introduction to Art 101</i>	3
<i>Mathematics 151, 250</i>	6
<i>Management Information Systems CMIS 164, 166</i>	6
Total	36
<i>Sophomore Year</i>	
<i>Biological Sciences 273, 273L, 274, 274L</i>	8
<i>Chemistry 111</i>	3
<i>Health Information Management 205, 205L, 210, 215, 215L, 228, 240, 280,</i>	18
<i>History 210</i>	3
<i>Psychology 210</i>	3
Total	35
<i>Junior Year</i>	
<i>Accounting 211</i>	3
<i>Business Administration 362</i>	3
<i>English 260 Professional and Technical Writing</i>	3
<i>Health Information Management 303, 320, 320L, 325, 345,</i>	11
<i>Sociology 210</i>	3
<i>Fundamentals of Speech 210</i>	3
Total	26
<i>Senior Year</i>	
<i>Business Administration 364</i>	3
<i>Health Information Management 355, 410, 420, 440, 480, 495/496</i>	18
<i>Network/Internet Security Management CMIS 428</i>	3
Total	24
TOTAL SEMESTER HOURS	121

The proposal provides in-depth descriptions of each required course.

The proposed curriculum is designed to meet accreditation requirements of the Commission on Accreditation of Allied Health Programs in cooperation with the Council on Accreditation of the American Health Information Management Association.

3. Students

The proposal states the following regarding projected enrollments/graduates:

Projected enrollment:

<i>1st year</i>	<i>= 10</i>
<i>2nd year</i>	<i>= 20</i>
<i>3rd year</i>	<i>= 25</i>
<i>4th year</i>	<i>= 40</i>

Estimated number of graduates expected – 15 to 20 from the 4th year onward. Already up to 15 interested students have called and made inquiries concerning this program

In the competitive and complex environment of post-Katrina health care system in Louisiana, the proper management of health information is essential. The proposed program will play a vital role in all aspects of health care in the state of Louisiana. Because information systems are critical to the delivery of quality health care, research, and policy analysis, the expertise of the health information managers is critical to the operations, management, and decision-making functions in a variety of health care settings (e.g. hospitals, businesses, consulting firms, government agencies etc.).

The role of health information management professionals in the health care industry is becoming more important and much broader. Many new employment opportunities have been generated by the integration of computers in the health care environment. The Bureau of Labor Statistics estimates an increase of 18 to 26 percent in the number of health information management professionals will be needed within the next several years. Finally, students graduating from the 2 – year program at Delgado community College and other institutions closer in proximity will have the opportunity in enrolling for a full degree program at Southern University at New Orleans.

The proposal states the following regarding student admission requirements:

1. *Graduation from high school with a strong background in Math and the Sciences*
2. *High school college preparatory program as indicated by class rank and GPA and performance in either ACT or SAT.*
3. *Bachelors Degree in another discipline may be necessary for **Career change only**. The prospective HIM student with BA/BS in another discipline will have to be credited for relevant courses previously earned and the transferred credits must be at a minimum letter grade “C”.*

4. Faculty

University personnel resources needed to offer this program are currently limited to General Education and Management Information Systems faculty. The proposal projects additional faculty needs specifically in the area of Health Information Management as follows:

Based upon a review of the guidelines for faculty members published by the Commission on Accreditation for Informatics and Information Management Education (CAHIIM) and similar programs offered around the country, it is expected that present faculty members with academic and practical backgrounds in natural sciences (chemistry, biology and physics), business, public administration and other related fields will be involved in the development and implementation of the proposed program in Health Management Information Systems.

There is no absolute requirement in terms of student/faculty ratio. The CAHIIM standards require that faculty be sufficient in number to provide students with adequate attention, instruction and supervised practice to acquire the knowledge and competence needed for entry-level practice.

The number of faculty members needed to initiate the proposed program in Health Information Management Systems will be determined consistent with CAHIIM standards. The Program Director must be certified as a Registered Health Information Administrator and must have a minimum of a master's degree. It is expected that the director and faculty will be hired at either the Associate/Assistant Professor rank. All faculty members must have earned the required 18 graduate hours in a discipline (i.e.- Health Administration, Public Administration, Business Administration). Faculty must demonstrate current knowledge in course content and effectiveness in teaching assigned subjects. The knowledge/skills of faculty members can be inferred from items such as professional development activities and additional certifications. The director should be hired by the official start date for the program.

At a minimum, the following numbers are suggested:

Year One: Program Director and Two Full-Time Faculty Members

Years Two through Five: Other Faculty Members to be added as needed

Faculty will be hired after a national search. Positions will be advertised in The Chronicle of Higher Education and various other journals and healthcare related periodicals and the local and state newspapers. These faculty members will be interviewed during the Fall 2006 semester and hired full time in the Spring 2007. In order to recruit the desired faculty, appropriate funds must be made available in order to travel to the desired professional conferences, meetings and other avenues where these individuals can be found. It is expected that all future faculty members will be involved in research and other scholarly activities. These activities will be directly related to their teaching load within the College of Arts & Science.

5. Library and Other Special Resources

The proposal provides the following regarding current library and other special resources:

Presently, the library, as equipped, does not house the necessary facilities for this program and will have to be developed as the program is being implemented. SUNO will seek to collaboratively work with the library staff/personnel of Tulane University and LSU Medical School to requisition for and implement those resources vital to the success of the Health Information Management Systems Program. The University will further utilize the following associations and consortiums to develop the library resources for this program. The university librarian has already established an agreement with these library associations.

*American Library Association
Louisiana Library Association*

*LOUIS Consortium
Midwest Book Jobber*

Since the Library is a member of the LOUIS Consortium, other institutions' holdings in the program will be available for use by faculty and students by visiting libraries in the New Orleans area or via interlibrary loans.

The proposal project needs for new/additional library resources as follows:

Approximately \$50,000 will be needed for library expenditures over the first five years of the program because books in this area tend to be a little higher in cost than materials for other areas.

6. Facilities and Equipment

The proposal observes the following regarding program facilities:

Hurricane Katrina forced the university to be housed in temporary facilities on its North Campus. These temporary facilities can begin to accommodate the proposed program. The temporary computer lab facility, especially equipped to handle the HIMS computer infrastructure, will be housed in RM. 28 of the Computer Instruction Lab. Additionally, \$35,000.00 has been ear-marked in the budget for computer hardware and software. The facilities on the South campus were damaged by Hurricane Katrina and are presently being repaired. Consequently, new facilities and infrastructure components such as classrooms, laboratories, seminar or workshop centers, conference rooms, computer centers, and additional library holdings will need to be developed and housed in the New Science Building and the library on the main campus.

7. Administration

The proposal states the following regarding program administration:

The College of Arts and Science at Southern University at New Orleans will house the proposed program. To successfully implement the program, the College will create the Department of Health Information Management Systems (HIMS) to be headed by a Director. The program director will initially require three (3) faculty members within the program. In collaboration with the College of Business and the Department of Natural Sciences, the proposed program will offer a B.S. degree in HIMS.

8. Support Staff

The proposal's budget provides monies for support staff (\$90K/year), but does not indicate what type of personnel would be needed..

9. Accreditation

The proposal noted the following regarding program accreditation:

As a program to be located at Southern University at New Orleans, an institution accredited by the Southern Association of Colleges and Schools (SACS), the Health Management Information System program is eligible for accreditation. The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is the accrediting body for the proposed program. CAHIIM has established eligibility criteria for new degree-granting programs. The application process requirements include a rigorous review, the incorporation of Standards for Health Information Management (Standards - see attached) and membership in the American Health Information Management Association (AHIMA). A Louisiana chapter of AHIMA exists that can provide resources. Several Louisiana higher education programs are members of AHIMA and are accredited by CAHIIM, including Delgado, a local community college. Delgado would serve as a feeder to our proposed four-year degree program.

The CAHIIM Standards mandate the hiring of a credentialed director (Registered Health Information Administrator), a sponsoring institution and, completed syllabi in compliance with AHIMA professional curriculum requirements. As indicated by our program description, the courses will be in compliance with CAHIIM Standards. Once the proposed program is approved, the procedures outlined in the Application for Candidacy Status will be completed (see attached). As per the steps outlined in the application process, the Candidacy Status will be completed within two years of the submission of the application. This would be well within the five year plan that SUNO has mandated for the acquisition of accreditation. Once the program is accredited, students completing the proposed program will be eligible to become certified through examination by AHIMA for the RHIA (Registered Health Information Administrator) and the RHIT (Registered Health Information Technician).

The initial cost to complete the application process includes a \$2000 application fee, a \$500 site visit fee and, the actual costs involved for the site visit. In addition, an annual fee of \$1200 is required. Since this is a new program, consultants will be needed. This will present additional costs.

A copy of CAHIIM Accreditation Standards was provided in the proposal and is on file in the Office of Academic Affairs.

10. External Review

The proposal states the following regarding required external review of this program:

This document has been prepared by the HIMS (Health Information Management Systems) Proposal Committee to address the concerns, comments and recommendations, as outlined by: the Southern University at New Orleans Curriculum Committee; the external consultants---Dr. Stuart M. Speedie, University of Minnesota/Dr. Karen A. Wager, Medical University of South Carolina; Mr. Gerard Killebrew, Louisiana Board of Regents (Appendix I); and the general community.

The staff notes that Drs. Speedie and Wager were recent Regents' consultants for a similar proposed M.S. program at Louisiana Tech University.

11. Costs

The proposal provides the following summary of additional cost and source of funding:

<i>COSTS</i>								
	<i>FIRST YEAR AMOUNT</i>	<i>FTE</i>	<i>SECOND YEAR AMOUNT</i>	<i>FTE</i>	<i>THIRD YEAR AMOUNT</i>	<i>FTE</i>	<i>FOURTH YEAR AMOUNT</i>	<i>FTE</i>
<i>Faculty</i>	\$146,335 *		\$204,610*		\$204,610*		\$216,886.60*	
<i>Graduate Assistant</i>	N/A		N/A		N/A		N/A	
<i>Support Personnel @12 mo</i>	90,650*		90,650*		90,650*		96,089*	
<i>Fellowships & Scholarships</i>	35,000*		40,000*		42,000*		45,000*	
<i>SUB-TOTAL</i>	\$271,985*	9	\$335,260*	9	\$337,260*	9	\$357,976*	9
<i>Facilities*</i>	\$200,000*		\$200,000*		\$200,000*			
<i>Equipment</i>	35,000*		5,000*		5,000*		5,000*	
<i>Travel & Fees</i>	25,000*		25,000*		25,000*		25,000*	
<i>Supplies</i>	7,000*		5,000*		5,000*		5,000*	
<i>SUB-TOTAL</i>	\$267,000*		\$235,000*		\$235,000*		\$ 35,000*	
<i>TOTAL</i>	\$538,985*		\$570,260*		\$572,260*		\$392,976*	
<i>FUNDING</i>								
<i>Amount & Percen- age of Total Anticipated From:</i>	<i>AMOUNT</i>	<i>%</i>	<i>AMOUNT</i>	<i>%</i>	<i>AMOUNT</i>	<i>%</i>	<i>AMOUNT</i>	<i>%</i>
<i>State Appropriations</i>	\$538,985*	100%	\$570,260*	100%	\$572,260*	100%	\$392,976*	100%
<i>Federal Grants/Contracts</i>								
<i>State Grants/Contracts</i>								
<i>Private Grants/Contract Other (Specify)</i>								
<i>TOTAL</i>	\$538,985	100%	\$578,260	100%	\$572,260	100%	\$392,976	100%

The proposal provides the following budget justifications:

Faculty - The amount of \$146,335 includes a Director salary of \$68,000 and Assistant Director of \$45,000 plus benefits of 29.5%. A third faculty member is starting the 2nd year at \$45,000 plus benefits to assist in teaching the senior HIM courses as suggested by Dr. Speedie and Ms. Wager (Speedie/Wager). The salary as stated for faculty other than Director is assumed to be a nine month position. One of these faculty could serve as clinical coordinator as part of their work responsibilities. In the fourth year all three faculty will receive a 6% increase in salary plus benefits. Personnel salaries include a 29.5% benefit component as occurred with the faculty.

Fellowships & Scholarships - We allocated an approximate amount of \$1,500 plus to attract a pool of twenty (20) high achieving students for the program.

Facilities - The amount shown for the first three years is to convert the already existent space/facilities to meet the specific needs of the program. It is understood that University space/buildings will be made available for the establishment of the designated classrooms, laboratories and faculty/departmental offices.

Equipment - Per the estimated cost of 20 networked personal computers at \$1,500 each including software licenses for the HIM lab facility. An additional \$5,000 is added to this costs to pay for supporting network equipment and server per Speedie/Wager recommendation.

Travel - This amount includes the travel for the three faculty to attend the national and state meeting of the American Health Information Management Association (AHIMA) as well as other seminars/workshops that would qualify as continuing education.

Supplies - The HIM laboratory will need to purchase coding manuals, replacements and other ancillary references.

The budgetary constraints cannot be accurately projected without having more precise information from consultants and engineers who could serve to advise detailed space/infrastructure and computer software/hardware needs. Based on the consultant report HIM professionals are becoming increasingly involved with computer-based health information systems as users, administrators and designers. Because computer technology is a critical component of projected costs the consultant strongly recommended that any proposed program of HIM would benefit from a greater emphasis on database technologies and design per CAHIIM directives.

STAFF ANALYSIS

The staff commends the faculty and administration of SUNO for the development of a coherent and comprehensive proposal for a proposed new B.S. in Health Information Management Systems program. Yet, there remains much work to be done to ensure the appropriate implementation and development of this program, leading to CAHIIM accreditation by Fall 2011. The following staff comments are therefore relevant:

1. The proposed curriculum appears appropriate and curricular recommendations/suggestions by external reviewers have been incorporated.
2. Expectations for three additional faculty are justified, however, the University should immediately hire an appropriately qualified Program Director who can guide further program development and faculty recruitment. In Year 1, the Program Director should initiate the curriculum and successfully lead the University through two additional faculty hires. Based on this scenario, the full program compliment should be in place by Year 3.
3. The staff remains somewhat confused regarding staffing needs for the HIMs program at SUNO. There would appear to be a justifiable need for a departmental secretary, but the proposed budget suggests other support positions besides a secretary.
4. While student scholarships are a desirable incentive to attract high quality students, the use of State funds for these purposes is inappropriate.
5. Facilities/equipment needs have also been stated, but without reference to or within the context of overall development of the new campus. It does not appear reasonable to finitely decide on facility/equipment needs for this program without considering how such needs would coordinate with similar requirements for all other SUNO programs and services.
6. Expectations for new supplies resources are reasonable; projected costs for library resources and faculty travel appear to be excessive. The justification provided for these costs was insufficient.
7. Additional tuition monies were not counted in the Revenue section of the proposed budget. It would also appear than given the local value of the proposed program that some private and or grant support should be forthcoming. There was also no effort by the University to estimate other likely sources of revenue (i.e., FEMA, state and private insurance reimbursements, etc.) Instead, the University plans that all program costs should be absorbed through enhanced state funding. This is neither appropriate nor likely.

Accordingly, while the staff recommends conditional approval for this program, implementation should be delayed until a Program Director has been hired. Thereafter, a broad stipulation which ensures ongoing program implementation consistent with CAHIIM accreditation requirements, careful analysis and assessment of projected program costs, and the development of appropriate funding plans is needed.

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee grant conditional approval for the proposed B.S. program in Health Information Management Systems (CIP Code 51.0706) at Southern University-New Orleans. Prior to program implementation, the University must hire an appropriately qualified Program Director. Once this person has been hired, University administrators shall meet with Mr. Donnie Vandal, Deputy Commissioner for Finance and Administration, and Mr. Gerard Killebrew, Associate Commissioner for Academic Affairs, to discuss immediate funding needs and sources of such funding for the first year of program operations. The primary foci of these discussions shall be resource issues directly related to required CAHIIM program accreditation and efforts by the University to afford such resources within existing state funding. Thereafter, beginning June 1, 2007 and on that same date until CAHIIM program accreditation has been achieved, an annual report addressing these concerns shall be sent to Mr. Vandal and Mr. Killebrew and necessary follow-up meetings scheduled to resolve any outstanding issues.